



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Dept. Natural Resources Commissioner's Office-Rm. 815 Executive Assistant-Legal and Hearing 815 Trinity-Washington Bldg. Officer Atlanta, Ga. 30334	Application Number 78-92	
Application Number		Date Received MAR 17 1978	Date Completed MAY 23 1978
2. Person to Contact Karen Beam		Working Title Confidential Secretary	Telephone Number 656-3508
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1973 to present		5. Records Series Title (followed by title used in office, if different) Executive Assistant-Legal Subject Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Executive Assistant to the Commissioner of Natural Resources. Also Hearing Officer for the Department. Attorneys review and execute contracts, hold hearings on personnel cases. Legal consultant to all divisions of the Department.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Administering and directing the operations of the Executive Assistant-Legal Office of the Commissioner of Natural Resources Included are: Correspondence, reports, studies, research material, contract agreements. File is arranged: Subject files alphabetically.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>15/day</u> ; Seven to twelve months old <u>7/day</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves <u>6</u> ; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? Duplication found in DNR If yes, where? Commissioner's Subject Files and other divisions of agency.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>10</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

For research work in preparing a present project.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>James B. Kelley</i>		<i>Karen Beam</i>	<i>3/15/78</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>[Signature]</i>	<i>5-22-78</i>
		Secretary of State/Designee <i>Carole Hart</i>	<i>5-18-78</i>
		Attorney General/Designee <i>[Signature]</i>	<i>5-22-78</i>